

# *Learn to ELECTRONICALLY FILE FEDERAL COURT DOCUMENTS In the Northern District of Oklahoma*

Classes start **December 2004**

Internal Court Staff begin using CM/ECF **January 2005**

Electronic filings will be **accepted** from attorneys as of **February 2005**

Electronic filing will become **mandatory Summer 2005**

It is strongly recommended that attorneys and other law firm staff attend a court-led CM/ECF training session. Classes are in lecture format, but computers are available with sample cases so that participants can e-file along with the instructor.



Each 1 ½ hour training session includes instruction on the following topics:

- ✓ How to file electronically
- ✓ How to receive electronic notices of filings
- ✓ Legal issues, including electronic signatures, noticing, retention of original documents, and system requirements
- ✓ Details regarding **what happens when the court converts to CM/ECF in January:**
  - Fax Noticing is replaced by Email Noticing
  - RACER disappears forever
  - For a short period of time, documents previously viewed through RACER will only be available for viewing on paper, at the courthouse.

## **Does this sound like something you should attend?**

To enroll, go to our CM/ECF page on our website at [www.oknd.uscourts.gov](http://www.oknd.uscourts.gov). The website also includes links to training materials, the CM/ECF registration form (available December 1) and other helpful CM/ECF related information. If you have any questions, please call the CM/ECF Training Coordinator, Kelly Whitney, at 918-699-4753.